

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. **884**

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF TRANSPORTATION
State Highway Administration

Office of Finance & Program Management
Vouchers Payable

AGENCY

DIVISION

Item No.	Description	Retention
	THIS SCHEDULE SUPERSEDES SCHEDULE 4653	
1.	<p><u>ACCOUNTS PAYABLE VOUCHER</u></p> <p>Form SHA 30.0 6940 contains the name of vendor, address of vendor, dollar amount of payment and voucher number.</p>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
2.	<p><u>AGENCY INTERFACE TRANSACTION LISTING</u></p> <p>Alphabetical listing of all invoices submitted to Annapolis on a given day. Includes the following data: Program, Fund, Object, Vendor name and the dollar amounts applicable to the above data.</p>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
3.	<p><u>VOUCHER REGISTER</u></p> <p>Alphabetical listing of all invoices submitted to Annapolis on a given day. Includes the voucher number, invoice number, vendor name and the dollar amount of each voucher.</p>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
4.	<p><u>MANUAL DISBURSEMENT TRANSMITTAL LIST</u></p> <p>Form STARS 100/101 is the same as Item 2 but instead of it being generated by the computer, it is done manually.</p>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
5.	<p><u>EMPLOYEE EXPENSE STATEMENT</u></p> <p>Form 502-L contains the employee name, details pertaining to travel expenses for a given period, and the accounting charges applicable.</p>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

9-23-81
Date

William R. Burdette
Signature

Asst. Sec. Chief
Title

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. 884

PAGE

NO. 2 of 2

Item No.	Description	Retention
6.	<u>EMPLOYEE EXPENSE REIMBURSEMENT CHECK</u>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
7.	<u>EMPLOYEE EXPENSE REIMBURSEMENT REGISTER</u> Listing sorted by control number of expense checks issued for a given period.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
8.	<u>EMPLOYEE EXPENSE BI-WEEKLY UPDATE</u> Listing sorted by employee number of all expense checks issued for a given period	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
9.	<u>EMPLOYEE EXPENSE HISTORY FILE DUMP</u> Annual history run of expense statements processed for each employee. However, it does not give as much detail information as to records 7 and 8.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
10.	<u>VENDOR HISTORY DATA</u> Alphabetical listing of all vendors and the applicable vouchers processed for each during the past fiscal year.	Retain COM microfiche for five (5) years and until all audit requirements have been fulfilled, then destroy.